

Setting up Email on a Samsung Phone or Tablet

Step 1 – Locate and open the “Settings” application on your Android/Samsung device.

Step 2 – Within the “Settings” application, scroll down to locate the “Accounts” section – where you should see an option to “**Add Account**”. Tap on the the “**Add Account**” button.

Step 3 – When given the option of which type of an account you’d like to add, select the “**Email**” option.

Step 4 – Enter in your email address and password in the corresponding boxes. Once you have entered in your login information, tap on the “**Manual setup**” typically located at the top of the screen.

Step 5 – You now have 3 options to choose from as to how you’d like to set your account. Those being “POP”, “IMAP”, and “Microsoft Exchange Active Sync”. The two that you can use for your Santel email are “POP” and “IMAP”.

Which one to choose?

“IMAP” – Best to use when a person intends to access their email on multiple devices. This option keeps a copy of the email stored on the server so that it can be accessed or retrieved on other devices. If you check your email on a computer or another mobile device in addition to the device you are currently setting your email up on, please use this option.

“POP” – Best to use when a person only intends to access their email on a single device. As the person that is setting email up on a device at this current time, if this device is the only device you intend to access your email on, this is the best option for you. This option retrieves the email from the Santel email server and does not leave a copy stored on the server. All emails, once retrieved from the email server, are stored locally on your device.

Step 6 – Once you have chosen which setup option is best for you, the next step will request your incoming server information. The information should be filled in as follows:

Incoming Server Settings:

Username: Enter Full Email Address (ex.: santeltest@santel.net).

Password: Enter your Email Password (may already be filled in).

IMAP Server: “mail.santel.net” **POP3 Server:** “pop.santel.net”

Security Type: None

Port: *Should already be filled in – no need to change*

Delete Email From Server (If Applicable) – Delete When I Delete From Inbox

IMAP Prefix (If Applicable) – Optional (*Leave Blank*)

After all of these items are filled in (as required), tap the “**Next**” button.

Outgoing Server Settings:

SMTP Server: “smtp.santel.net”

Security Type: None

Port: *Should already be filled in – no need to change*

Require Sign-In? *Uncheck*

Username: Enter Full Email Address (ex.: santeltest@santel.net) – May already be filled in.

Password: Enter your Email Password (may already be filled in).

After all of these items are filled in (as required), tap the “**Next**” button.

Step 7 – Account Options

You have the option of changing Peak and Off-Peak times, syncing email, new email notifications and the option to automatically download attachments when connected to “Wi-Fi”. You can pretty much leave all of this as-is by default and proceed by hitting the “**Next**” button.

* “Your account is set up and email is on its way!”

Tap the “**Done**” button.

If you have any questions on setting up your Santel email on your Samsung device or need any further assistance, please contact a Santel Communications team member.